

CDBG 301 Knowledge Check Answer Key

Answers are highlighted in yellow. Explanations are explained in italics.

CDBG 301 - Pre-Course Knowledge Check Review

Link: <https://www.surveymonkey.com/r/9TBFPGI>

1. What is the primary way of determining LMI?
 - a. Income Surveys
 - b. OCRA
 - c. HUD Census Data
 - d. Limited Clientele
2. Select all that are eligible types of planning grants that OCRA funds
 - a. Economic Recovery
 - b. Broadband
 - c. Comprehensive
 - d. Water Infrastructure
 - e. Collective
3. (True or False) Site Visits are optional for Construction Grants.
 - a. True
 - b. False
4. (True or False) The administration process is more extensive for Construction Grants than Planning Grants.
 - a. True
 - b. False
5. What is the legal and regulatory check that occurs before and after an application is awarded?
 - a. FEPS
 - b. Release of Funds
 - c. Local Match
 - d. Threshold
6. What analyzes the effects the proposed project will have on the natural environment and human health within/around the project area?
 - a. Environmental Review
 - b. Local Match
 - c. Site Control
 - d. Procurement
7. The Town of Brooksborg wants to apply for a planning grant with an LMI of 46.67%. Select all that apply:
 - a. The community is an entitlement.
 - b. The community is a non-entitlement.

- c. The activities are ineligible.
 - d. The activities are eligible.
 - e. The community is eligible to receive OCRA funds.
 - f. The community is ineligible to receive OCRA funds.
8. For the question above, please select the most likely National Objective to be chosen:
- a. The National Objective is LMI - Area Benefit.
 - b. The National Objective is LMI- Limited Clientele
 - c. The National Objective is Slum/Blight Area Basis.
 - d. The National Objective is Slum/Blight Spot Basis.
9. The Town of Warren has an LMI of 53% and is looking to make improvements to the town's water system. The improvements will benefit 1,510 residents. The project will construct a new elevated water tower and demolish the old tower. Rehabilitation of an existing water tower and construction of a new well house and convert a submersible pump to a vertical turbine pump. Select all that apply:
- a. The community is an entitlement.
 - b. The community is a non-entitlement.
 - c. The activities are ineligible.
 - d. The activities are eligible.
 - e. The community is eligible to receive OCRA funds.
 - f. The community is ineligible to receive OCRA funds.
10. For the question above, please select the most likely National Objective to be chosen:
- a. The National Objective is LMI - Area Benefit.
 - b. The National Objective is LMI- Limited Clientele
 - c. The National Objective is Slum/Blight Area Basis.
 - d. The National Objective is Slum/Blight Spot Basis.

CDBG 301: Application Management Knowledge Check

Link: <https://www.surveymonkey.com/r/9G78XDQ>

1. How many months does it typically take to submit a planning application?
 - a. 2 months
 - b. 4 months
 - c. 8 months
 - d. 12 months
2. Your CL will be able to assist with the development of the application and provide advice on the planning process.
 - a. True
 - b. False

3. Citizen Participation: Which of the following would be a correct number of days between the date a public hearing notice is published and the date a public hearing has occurred?
 - a. Date Public Hearing Notice Published 03/11/22; Date of Public Hearing 03/21/22
 - b. Date Public Hearing Notice Published 03/11/22; Date of Public Hearing 03/22/22
4. (True or False) The CL assigned to the community's region MUST be on the scoring committee that reviews its application.
 - a. True
 - b. False
5. (True or False) An award letter is an unofficial document/ notice that states the guidelines of the award.
 - a. True
 - b. False
6. (Fill in the Blank) If not funded, you will have a _____. During it, you will receive the information about why your application did not meet the scoring requirements.
 - a. Site Visit
 - b. Feedback Meeting

CDBG 301: Planning Grants: The what and the how of administration, implementation, monitoring and administrative closeout

Link: <https://www.surveymonkey.com/r/SB76ZXW>

1. (True or False) Planning grants are limited to 5 semi- annual reports per the duration of the project. – *The answer is 2 unless the grant has been awarded an extension.*
2. (True or False) Communities are only allowed to submit a draft plan to OCRA for review once. - *Ideally, communities can submit two drafts with the first draft being the most major changes. However, in some cases if the plan meets the requirements at the first draft will be approved. There's also an opportunity to request an extension for time to meet the minimum planning requirements with adequate justification.*
3. (True or False) All OCRA funded plans must meet the Minimum Planning Requirements.
4. (True or False) You do not need a second public hearing once the plan is drafted. –

Once a plan is drafted, you will need to submit the plan for final approval at a public hearing to present the results of the study to the community.

5. (Fill in the Blank) After the Grant Award, each Grantee is required to submit the scheduled _____ OCRA which simply provide an update on the project's status.
- a. Closeout Requests
 - b. Drawdowns
 - c. Release of Funds
 - d. Semi- Annual Reports
6. (Fill in the blank) Planning grants are limited to 2 _____.
- a. Drawdowns
 - b. Draft Plans
 - c. Public Hearings
 - d. Consultants

CDBG 301: FEPS

Link: <https://www.surveymonkey.com/r/X6S8Z6L>

* 1. What does FEPS stand for?

- Federal, Economic, Procurement, Site Control
- Financial, Engineering, Permits, Site Control
- Federal, Essential, Procurement, Site Visit
- Financial, Engineering, Procurement, Site Control

2. (Fill in the Blank) _____ This part of FEPS is where you update the local match amount.

- Financial
- Engineering
- Permits
- Control

3. If a town owns all of the easements, what would be your next step?

- Provide the appropriate paperwork and a letter from the engineer.
- Fill out Acquisition Form 4A and send out it out to the Town.
- Send out the URA Brochure to the property owner.
- All of the above.

The letter from the engineer would include that the town owns all the easements and therefore would not need to provide any additional site control paperwork outside of the displacement disclosure. You would only fill out Acquisition Form 4A if you physically handed the URA brochure to the property owner. In this case, the property owner is the town, and this answer should not be selected. The town owns all the easements and would not need to send itself a URA brochure.

4. When should you notify the property owner of the grantee's interest in acquiring the property/easement?

- After the Value of the Needed Property via Market Estimate or Appraisal has been Determined.
- Before the Value of the Needed Property via Market Estimate or Appraisal has been Determined.

5. (True or False) The URA Brochure can only be sent via certified mail.

- True
- False

The community can send the URA brochure in person. However, the owner of the property must fill out Acquisition Form 4a has a method of receipt.

6. (True or False) You cannot submit a URA brochure prior to release of funds.

- True
- False

It is possible for a community to send a URA brochure prior to Release of Funds. However, they will need to use Local Match funds.

7. (True or False) For the purposes of CDBG, a community can pay more than fair market price.

- True
- False

For CDBG, a community can pay more than fair market price as long as they do not use CDBG funds. However, it's highly recommended that they do not pay more than fair market price. If the community chooses to pay more than fair market price, you could not use any additional funds that were used for these purposes as part of local matching funds. The community could also potentially be flagged by SBOA because for these types of projects you are required to pay the fair market price for the property.

8. (True or False) If a property owner is willing to donate all of the property, no additional paperwork is needed.

- True
- False

After sending the initial letter of interest under the Real Property Acquisition/Easement Compensation method, the Property Owner is Willing to Donate the parcel in its entirety:

- An appraisal / review appraisal is not needed.
- Property owner must sign the Full Donation of Property with No Appraisal Form (Acquisition Form 9)

If the owner, does an appraisal. After the letter of offer with Appraisal / Review Appraisal is delivered, the property owner is willing to donate. Then, they would fill out and submit the Full Donation of Property After Appraisal (Acquisition Form 7).

CDBG 301: Contracts

Link: <https://www.surveymonkey.com/r/S3C5DBV>

1. Select the two types of contracts permitted under CDBG regulations
 - Hybrid Contract
 - Cost Reimbursement Contract
 - Firm, Fixed Price Contract
 - Price Controlled Contract

For the purposes of CDBG, as hybrid contracts are not recognized for this program. There is no official type of contract called Price Controlled Contract.

2. Select the correct type of contract that requires the contractor deliver the product or service for the agreed upon price
 - Hybrid Contract
 - Cost Reimbursement Contract
 - Firm, Fixed Price Contract
 - Price Controlled Contract
3. Select the correct element of the contract in which the other party (also a “competent person”) accepts or counteroffers.
 - Offer
 - Acceptance
 - Consideration
 - Consolidation
4. (True or False) It’s better to disclose even the most remote chance of a conflict than not to disclose and have to defend a perceived conflict.
 - True
 - False
5. If the planning activities do not go through full ER Release. The contract will need to be amended.
 - True
 - False

Planning activities are exempt and do not go through full ER Release. ER release occurs with their award letter.

CDBG 301: Environmental Review

Link: <https://www.surveymonkey.com/r/7KRFK2Y>

1. What are the four MAIN types of Environmental Review for CDBG Projects?

- Exempt
- Environmental Impact Statement
- Comprehensive
- Categorically Excluded, Not Subject To
- Categorically Excluded, Subject To
- Environmental Assessment

2. What should you do if a project requires an Impact Statement?

- Contact your Community Liaison
- Connect with IDEM
- Contact ER Specialist with Grant Services
- Run away from the project

3. Select the ER type that aligns with the project described:

- Improvements to a Senior Center - (Will not expand footprint or capacity)
 - Categorically Excluded, Subject To

Categorically Excluded Subject To (CEST) 24 CFR 58.35 (a) - will usually have physical impacts.

- Replacing water lines with larger lines - (Will Increase Capacity more than 20% of system capacity)
 - Environmental Assessment

Environmental Assessment (EA) 24 CFR 58.5 & 58.6 - usually those that have a direct impact on the physical environment.

- Economic Recovery Plan
 - Exempt

Exempt 24 CFR 58.34 - there is no effect whatsoever on the physical environment.

- Streetscapes with road improvements located near a water way
 - Environmental Assessment

Environmental Assessment (EA) 24 CFR 58.5 & 58.6 - usually those that have a direct impact on the physical environment.

- Clearance of a blighted historic building
 - Environmental Assessment
- Building a Public Facility in a Floodway
 - Environmental Impact Statement

4. What process must be completed if a project is in a floodplain or wetland?

- Environmental Assessment
- FONSI
- Finding of Significant Impact
- HUD 8-Step Process

Projects located in a flood hazard or wetland must undergo the HUD 8-Step Process.

5. What is the concept that a project is subject to CDBG rules even if only \$0.01 of CDBG funds are used on the project?

- Project Aggregation
- Project Simplification
- Collaboration
- Project Consolidation

Activities, whether related by functionality or geography, must be assessed all together.

6. (True or False) ER is part of FEPS

False

The "E" in FEPS stands for Engineering.

CDBG 301: Procurement Part 1

Link: <https://www.surveymonkey.com/r/SRHK5C8>

1. Always utilize an established procurement process.

- True
- False

* 2. You will never use competitive negotiation method for planning.

- True
- False

3. Which type of competitive negotiation solicitation would you use to procure a Grant Administrator?

- **RFP**
- RFQ

RFQ is used to procure Architects and Engineers.

4. What is the main difference between a Request for Proposal (RFP) and a Request for Qualifications (RFQ):

- Amount of Time Given to Respond
- Content of the Requested Information
- **Pricing**
- The Amount of Potential Bids

5. For the process of competitive negotiation, about how many people should be on a scoring team?

- 1-2
- 5-6
- 3-4
- **3-5**

6. (True or False) A Grant Administrator cannot be on the scoring team.

- **True**
- False

7. (True or False) When soliciting service providers, at least 5 of the service providers solicited must be state certified MBE/WBE firms.

- **True**
- False

The correct answer is at least 2. The number 5 is the minimum number of service providers to be solicited via Certified Mail.

8. Which internal procurement form would you utilize to assist with evaluating Scoring?

- **Procurement Form 6**
- Procurement Form 1
- Procurement Form 8
- Procurement Form 19

Procurement Form 6: Interview Evaluation Scoring -. This is just a template you will use while scoring. Template can be changed to reflect your solicitations scoring criteria.

Procurement Form 1: Sample Request for Proposal/Qualifications.

Procurement Form 7: Sample Letter for Firms Not Selected

Procurement Form 19: Non-Competitive Sole Source Required Documentation – Rarely used.

9. Which internal procurement form would you utilize to Request for Proposal/Qualifications.

- Procurement Form 6
- **Procurement Form 1**
- Procurement Form 8
- Procurement Form 19

10. Which method of procurement would you utilize if there is only one (1) service or equipment provider that provides the needed product or service?

- **Non-Competitive Sole Source Method**
- Small Purchase Method
- Competitive Negotiation Method
- Competitive Sealed Bid Method

CDBG 301: Procurement Part 2

Link:

1. Which method of procurement would you utilize if used for the purchase of supplies and incidental services with an estimated dollar value equal to or less than the applicable bidding limit established for the community at IC 36-1-12?

- Non-Competitive Sole Source Method
- **Small Purchase Method**
- Competitive Negotiation Method
- Competitive Sealed Bid Method

2.. Who should the community and GA consult during the bid process? (Select all that apply):

- Town Attorney
- Contractors
- Engineer
- Architect
- **All of the above**

*3. (True or **False**) You **Must** contact at least 3 MBE/WBE vendors in order to do the small purchase method of procurement.*

For the purposes of the small purchase method, you do not need to contact 3 MBE WBE vendors. You only need to contact 3 vendor's total.

4. Which form should you use if only one quote is received?

- ☐ Procurement Form 19
- ☐ Procurement Form 20

If only one quote is received, the consulting Engineer or Architect must validate that the price is reasonable and prepare a cost analysis (Procurement Form 19). Procurement Form 20 is used when at least 3 quotes are received.

5. You send the first IFB (Invitation for Bid) to advertise the project. You notice that you are not receiving as many bids as you would have liked, what are some actions that can help with this issue for the second publication? Select all that apply:

- Fill out Procurement Form 17.
- Review the State's procurement policies.
- Publish the IFB in well-known trade journals.
- Send copy of the IFB to area contractors.

6. At the Pre-Bid Conference, an engineer notices you were overwhelmed by the high volume of attendees and using the Pre-Bid Conference Sign-In Sheet. They reach out to you and ask if they can take notes. What do you do?

- Thank them for the help but let them know this is a conflict of interest.
- Allow them to take minutes because this is allowable.

This acceptable because this is during the pre-bid meeting. However, during the actual public bid opening, the Grantee or the Labor Standards Officer must maintain Meeting Minutes and obtain a Bid Opening Sign-In Sheet. The minutes should include each contractor's name & their bid amount.

CDBG 301: Labor Standards

Link: <https://www.surveymonkey.com/r/J6KWTT8>

1. (Select all that apply): The pre-construction meeting is mandatory, and the required participants are:

- HUD DOL Official
- Engineer/Architect
- Grant Services Representative
- Grantee Representative
- Prime Contractor and any known sub-contractors
- OCRA Representative
- Labor Standards Officer

The Pre-construction meeting is for those that are involved in the implementation and conducting work on the project site.

2. (True or False) The Davis-Bacon Act determines local prevailing wages and fringe benefits based on classification and only applies to federal contracts over two thousand (\$2,000.00) dollars for construction, alteration and/or repair of public buildings or public works.

- True
- False

3. (True or False) Davis-Bacon Prevailing Wages may require employers to pay well over the local wages, the Copeland Anti-Kick Back Act allows employers to pay the extra wages to their employees and require them to give it back to them in cash.

- True
- False

The Anti-Kick Back Act prohibits this practice.

4. Select the type of modification that can be requested if unforeseen/unplanned events occur during a project:

- Time, budget/scope and location/participants/additional funding
- Time, Labor Standards and Project location
- Budget/scope, Pre-Construction Meeting Date and Advertisement
- Time, Wage Determination and Prime Contractor, change orders <20% of original contract amount

For “Time, Labor Standards and Project location” – You cannot request a modification to HUD DOL Labor Standard Regulations. For Budget/scope, Pre-Construction Meeting Date and Advertisement, a modification not needed for pre-construction meeting date or advertisements. For “Time, Wage Determination and Prime Contractor, change orders <20% of original contract amount,” Wage Determination is only modified if contracts are signed passed the 90day window this is not a requested modification – it happens automatically during construction release. Changing a Prime Contractor will require MUCH more than a modification. Change orders are documents provided by contractors, if >20% this will need a budget modification if using grant funds.

5. (True or False) Construction Release is a report submitted in eGMS to release grant awarded construction funds.

6. (Select all that apply) What information is needed to confirm the contractor is meeting Davis Bacon Labor Standards on the Wage/Fringe Benefit Certification (Labor Standards Form 9)?

- Classification and Group number
- Signature and Title of contractor
- Locked-in Wage Determination
- Only the Base Wage to be paid by the contractor
- Only the Fringe Benefit Due from the Wage Determination
- Total Package Due from the Contractor
- Total Package Due from the Wage Determination

For Only the Base Wage to be paid by the contractor and Only the Fringe Benefit Due from the Wage Determination, “ONLY” is limited to base wage/fringe wage, the total package is needed.

7. Select the best answer for this scenario: The Prime Contractor has contacted you stating they are unable to find the county for the classification in the wage determination that was provided at the Pre-Construction meeting. What is your next step?

- Find them new wage determination
- Determine Restitution
- Request a Conformance Rate from Grant Services
- Request a Modification from Grant Services

The answer is Conformance Rates are requested from Grant Services, Grant Services will provide guidance in preparing the conformance rate and submit it to the Wage and

Hour Division (WHD) once approval is received Grant Services will notify the Grant Administrator to distribute it to the Prime. The Prime contractor is responsible to distribute the conformance rate to the subcontractors

For “Find them new wage determination”, the wage determination will not change unless a project wage determination is produced.

- *For “Determine Restitution”, it is an aspect of payroll review. For Request a “Modification from Grant Services,” modification requests are for time, budget, or scope this is not part of labor standards.*

8. (True or False) Certified Payroll Reports must be numbered and dated in sequential order; “no work” weeks are not required to be submitted as long as payroll is numbered sequentially. First payroll to be marked “initial,” last payroll is to be marked as “final.”

The correct answer is True.

Payrolls provided only contain hours on this specific project. This employee could have conducted work on other project sites throughout the week.

9. (Fill in the Blank) Employee Interviews are designed to support four (4) major acts included in Labor Standards; Davis Bacon Wages Act, Copeland Anti-Kickback Act, Fair Labor Standards and Contract Work Hours & Safety Standards Act. Employee Interviews are _____

- Conducted over the phone, and for ten percent (10%) of the total number of workers for each classification for the entire project, using the HUD-11 Form
- Conducted in person, on 10% of workers for each classification per contractor that works on the entire project, using the HUD-11 Form
- Conducted in person, and for 10% of the total number of workers for each classification for the entire project, using the HUD-11 Form

It would not be the first option because employee interviews are to be conducted in person, unless written approval is received from Grant Services for this project It would not be the second option because the minimum requirement is 10% of the total number of workers for each classification for the total project -feel free to go above and beyond.

10. (Select all that apply) Restitution is owed to workers when payroll review finds that Davis-Bacon Wages are not being met. What documents are needed for Labor Standards Form 15: Wage Compliance Report?

- Corrected Certified Payroll Report
- Proof that restitution was paid, and the payment was for restitution
- Labor Standards Form 15: Wage Compliance Report
- Wage Determination print-out from SAM.gov
- If digital payments were made, proof that the restitution includes fees

The Wage Determination is needed during payroll review and is not needed for the Wage Compliance Report documents.

CDBG 301: Financial Management

Link: <https://www.surveymonkey.com/r/8NQLR8J>

1. What part of the process does financial management begin?

- **Project Development**
- Administration
- Implementation
- Closeout

Financial Management is overseeing the receipt, disbursement and accounting of federal funds and records of all transactions. During this phase, GAs should do the following:

- *Set-Up Financial File with CFO. Discuss each persons' recordkeeping responsibilities and the overall process;*
- *Determine if there were any eligible pre-project costs and post accordingly;*
- *Remember to go over the 5 day / \$5,000 rule*

2. Which form identifies all of disbursements and contract changes under each contract line item?

- Federal Cash Control Register
- Contractor Obligation Control Ledger
- **Contractor Expenditure Ledger**
- Local Match Ledger
- Property Inventory Form

3. Which form tracks the disbursement and payment of federal expenditures?

- **Federal Cash Control Register**
- Contractor Obligation Control Ledger
- Contractor Expenditure Ledger
- Local Match Ledger
- Property Inventory Form

4. Which form identifies all the contracts executed under the project by vendor, date of contract signing, total contract amount and source of funding?

- Federal Cash Control Register
- Contractor Obligation Control Ledger
- Contractor Expenditure Ledger
- Local Match Ledger
- Property Inventory Form

5. Which form identifies any small purchases / property purchased utilizing CDBG funds?

- Federal Cash Control Register
- Contractor Obligation Control Ledger
- Contractor Expenditure Ledger
- Local Match Ledger
- Property Inventory Form

CDBG 301: Monitoring & Closeout

Link: <https://www.surveymonkey.com/r/LMFGQ8D>

1. (True or False) You can submit a closeout request if you do not have your final beneficiaries.

To request a closeout in eGMS, (Only once the final beneficiaries have been completed), you will need to follow the prompts in the system.

2. (True or False) A community can apply for an additional rounds/quarter as long as they are working on any issues found after a monitoring.

Until the Grantee has resolved all findings, the Grantee will not be eligible to apply for or receive any other CDBG funding.

3. (True or False) A community should retain all grant administration records for a minimum of five years.

4. (True or False) The letter issues after monitoring that contains information about the grantee's performance is known as the Certificate of Completion.

This certificate is issued when OCRA has received the Single Audit from the Indiana State Board of Accounts covering all years that CDBG funds were expended by the Grantee. This letter issued (via email) after monitoring does not have an official name.

5. (True or False) Closeout Form 2: Financial Settlement/Expenditure & Administrative Closeout Report should be filled out during Administrative Closeout?